

NUTRITION PROGRAM ADVISORY COUNCIL

Wednesday, February 8, 2017

MaryAnn Miller called the Nutrition Program Advisory Council meeting to order at 8:32 am.

Roll Call

Harvey Grulke, William Hoekstra, MaryAnn Miller, Caitlin Richardson, Mark Roesch

Also Present

Sheila Drays, Eugene Bord, Amanda Higgins, Tom Koch, Stephanie Levenhagen, Kris Schefft, Jackie Wendlandt

Excused

Ivan Elm, Carolyn Flowers

Absent

None

Consideration to Deviate from the Agenda

Mark Roesch motioned and William Hoekstra seconded to consider deviation from the agenda. Motion carried.

Public Forum

None

Action on the Minutes of the December 14, 2016 meeting

Mark Roesch motioned and William Hoekstra seconded to approve the minutes of the December 14, 2016 Nutrition Program Advisory Council meeting. The motion carried.

Introduction of Potential New Members

Tom Koch, Randolph, and Eugene Bord, Lowell introduced themselves. They are interested in becoming members of this committee.

Review and Discuss Nutrition Bylaws

Stephanie Levenhagen stated she would recommend one change to the Bylaws. She would recommend elimination of Article III Section 2D on page 2 of the bylaws. She explained that she and two other staff have been conducting the dining center reviews. Discussion followed.

MaryAnn Miller requested to add the bylaw discussion review to the agenda for the next meeting to give potential new members a chance to look over and ask questions if needed.

Discuss Public Health Nurses Visits to Dining Centers

Stephanie Levenhagen shared that a nurse from Public Health and the Elder Benefit Specialist will be visiting three dining centers to discuss Adult Immunization and Medicare Preventative Services. Discussion followed.

Review Program Report and Program Statistics

Stephanie Levenhagen reviewed the items as written in the *Nutrition Program Report*, the *Program Statistics*, and the *2016 Donation* and *Participants Averages* handouts. Discussion followed.

Dining Center Reports

A discussion was held on serving liver at the dining centers. Tom Koch reported that Randolph dining center participants like liver and onions.

Next Meeting

The next meeting of the Nutrition Program Advisory Council will be held on **Wednesday, April 12, 2017**, at **8:30 am** at **199 County Road DF** in **room G046** on the **ground floor** of the Henry Dodge Office Building.

Adjournment

MaryAnn Miller, Chairperson, adjourned this meeting of the Nutrition Program Advisory Council at 9:00 am. The motion carried.

Respectfully Submitted,

William Hoekstra, Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

4/5/2017

DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT

NUTRITION PROGRAM ADVISORY COUNCIL

BYLAWS

ARTICLE I

SECTION 1. NAME: The name of this organization shall be Dodge County Human Services and Health Department, Nutrition Program Advisory Council, hereinafter referred to as the Council.

SECTION 2. JURISDICTION: The geographic area included in the jurisdiction shall be the County of Dodge, the State of Wisconsin.

ARTICLE II

SECTION 1. MEMBERSHIP: The Council shall consist of no less than six (6) members. At least fifty-one (51%) percent of the members shall be sixty (60) years of age or older and participants of the Senior Dining Program. The members shall be representative of the diverse cultural, ethnic, social and economic backgrounds of the older adult population in the county. No Council member shall be a Human Services and Health Department staff or person(s) receiving financial reimbursement as a provider of services funded by the Aging Programs dollars.

SECTION 2. TERMS OF MEMBERSHIP: Council members are appointed to serve a three (3) year term. On the recommendation of the Council, a member may be reappointed to one (1) additional three (3) year term, subject to the Human Services

and Health Department Board approval and appointment by the County Board.

SECTION 3. CITIZEN MEMBER RECRUITMENT: When a vacancy occurs on the Council, a list of all persons requesting consideration will be presented to the Human Services and Health Department Board with a recommendation for final selection and appointment from the Council.

ARTICLE III

SECTION 1. PURPOSE: The purpose of the Council shall be to protect and improve the quality of life for older adults: assure that older people have the opportunity to realize their full potential and continue to participate in community life; support the elderly in their quest for independence with dignity; empower the elderly to take an active role in their choice of life style; act as a support system for family members and other citizens involved in the care of the elderly.

SECTION 2. POWERS AND DUTIES: The powers and duties of the Council are to:

- A) Make recommendations to the nutrition program manager regarding the food preference and nutritional needs of participants;
- B) Make recommendations to the nutrition program manager and the aging unit regarding days and hours of dining center operations and locations;
- C) Make recommendations to the nutrition program manager regarding dining center furnishings with regard to disabled participants;
- D) ~~The council chairperson shall assign, at the first meeting each year, dining center visits to council members to assure that each year at least one on-site review is conducted of each dining center. During the visits, members shall talk to participants about their concerns (per the requirements of the Wisconsin Aging Network Policies and Procedures Manual) and report to the~~

~~full council about these concerns. No member shall be paid a per diem for making such site visits;~~

- E) Advise and make recommendations to the nutrition program manager and aging unit regarding supportive social services to be conducted at dining centers;
- F) As an organized group, give support and assistance to the ongoing development of the nutrition program;
- G) Represent and speak on behalf of nutrition participants and programs and as a liaison group, act as a communications clearinghouse between the nutrition program and the general public.

ARTICLE IV

SECTION 1. REGULAR MEETINGS: Regular meetings of the Council shall be held no less often than quarterly. The date and time to be determined by Council members and Aging Services Supervisor or Nutrition Program Manager.

SECTION 2. SPECIAL MEETINGS: Special meetings of the Council may be called by the chairperson, by fifty-one (51%) percent of the membership, by the Aging Services Supervisor or by the Nutrition Program Manager. Time of the meetings shall be determined by the person(s) calling the meeting. All members shall be informed by mail, phone or personal contact at least forty-eight (48) hours before the meeting.

SECTION 3. QUORUM: Fifty-one (51%) percent of the existing Council shall constitute a quorum for the transaction of business at any meeting.

SECTION 4. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Council. If a member fails to attend two (2) consecutive meetings without a valid excuse, the Council shall recommend to the Aging Committee that this person be removed from the Council.

SECTION 5. PUBLIC FORUM: Nutrition Programs Advisory Council meetings are open to the public. There will be a specific time at each meeting designated "public forum" to allow

any person to address the Council. After this public forum, the business of the Council will be conducted by the chairperson and members only.

ARTICLE V

SECTION 1. OFFICERS; NOMINATION AND ELECTION OF: At the regular meeting in August, or first meeting thereafter, the Council shall hold annual elections to elect a Chairperson, Vice-Chairperson and Secretary. New offices may be created and filled at any time by the Council provided the necessary changes are made in the bylaws.

SECTION 2. TERMS OF OFFICE:

A) Council Officers: Officers shall serve for a term of one (1) year. Vacancies will be filled at the time they occur by a vote of the membership. An officer may not serve in one (1) office for more than three (3) consecutive one-year terms.

SECTION 3. DUTIES OF OFFICERS

A) Chairperson: The duties of the Chairperson shall be to:

1. preside at all meetings of the Council,
2. work with the Nutrition Services Unit in preparing an agenda for each regular Council meeting and in notifying members of the meeting date and time,
3. guarantee that the Council follows through on motions made at its meeting,
4. maintain communication between the Aging Advisory Council and the Council,
5. assist members in carrying out responsibilities assigned to them,
6. hold over to the next meeting any conflict that can not be resolved,

7. meet with the Nutrition Program Manager to resolve any conflict,
 8. ask committee members to abstain from voting on an issue that could be a real or perceived conflict of interest.
- B) Vice-Chairperson: The duties of the Vice-Chairperson shall be to perform the responsibilities of the Chairperson when they are absent or incapacitated.
- C) Secretary: The duties of the Secretary shall be to perform the responsibilities of the Vice-Chairperson when they are absent or incapacitated.

ARTICLE VI

SECTION 1. CONFLICT OF INTEREST: No Council member shall participate in voting matters which would result in real or perceived conflict of interest or financial remuneration to them or to their family or employing unit.

ARTICLE VII

SECTION 1. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the parliamentary authority for all procedures not covered by the Bylaws.

ARTICLE VIII

SECTION 1. AMENDMENTS TO THE BYLAWS: These Bylaws are reviewed annually and may be altered, amended or repealed, and new Bylaws may be adopted by a majority of the Council members present at any regular meeting or at any special meeting(s). The proposed amendment(s) are to be read at two (2) consecutive meetings before calling for a vote.

Nutrition Program Report
For the Nutrition Program Advisory Council
April 12, 2017

PROGRAM REPORT

- The Lowell dining center moved on Friday, March 10. We opened at the Reeseville Senior Apartments on Monday, March 13. So far it has been a positive move and the people from the apartment building have been very welcoming. We have seen our daily average increase from 6.42% at the beginning of the month when we were at Lowell to 10.38% at Reeseville.
- In April we will be offering an incentive to eat at the dining centers. Every time someone joins us at a dining center their name will be entered to win prizes at the end of the month. We are looking at this as a way to encourage occasional eaters to eat more often and to bring in people who have never eaten before to a dining center.
- We are piloting an iPad at the Horicon dining center. The primary use right now is for time keeping. Our hope is that if this works out, we can incorporate it at the dining centers which have Wi-Fi capacity.
- Dodge County dining program will partake of a University of Wisconsin swallowing study. The university has received a grant to survey people at different ages asking them questions on swallowing. There will be four dining programs participating and each program will be asked to get 25 surveys. Once this phase is completed, they may consider looking at more intense meetings with participants such as watching them swallow. The reason for the grant is because as we age our ability to swallow can become compromised. They are hoping the results of the grant will help set up things people can do to help keep their swallowing ability at a higher level.
- We will be doing the Senior Farmer Market Vouchers in June. Dates have not been confirmed yet but we will do a minimum of four locations.
- In May we will be having our every three year state assessment. The assessment looks at the senior dining program operations in regards to state policies.

Stephanie Levenhagen, Aging/Nutrition/Transportation Program Supervisor

2017 DONATION AVERAGES

	Last Yr's Aves	CONGREGATE DONATIONS												2016 Average
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bay Shore	1.97	2.73	2.48											2.61
Beaver Dam Sr Center	2.24	2.12	2.15											2.14
Fox Lake	3.39	3.31	2.67											2.99
Horicon	2.71	1.93	0.18											1.06
Hustisford	2.02	2.17	3.12											2.65
Juneau	0.00	0.00	0.00											0.00
Lomira	2.78	3.60	1.45											2.53
Lowell	2.75	2.50	1.73											2.12
Mayville	2.52	1.71	2.35											2.03
Randolph	2.28	2.22	2.54											2.38
Watertown	2.14	2.32	2.51											2.42
	2.32	2.34	2.30											2.32
		0.02	-0.02											0.00

	Last Yr's Aves	HOME DELIVERY DONATIONS												2016 Average
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bay Shore	1.28	0.68	0.82											0.75
Beaver Dam Sr Center	0.00	0.00	0.00											0.00
Fox Lake	3.49	2.89	4.60											3.75
Horicon	3.51	3.03	2.79											2.91
Hustisford	2.98	1.95	2.13											2.04
Juneau	2.17	1.79	1.79											1.79
Lomira	2.62	2.67	2.79											2.73
Lowell	3.73	1.53	3.33											2.43
Mayville	2.19	1.68	2.34											2.01
Randolph	3.17	2.86	3.71											3.29
Watertown	3.59	4.13	3.31											3.72
Other	2.00	0.00	0.00											0.00
	2.75	2.38	2.55											2.46
		-0.37	-0.20											-0.29

cc:

Sheila Drays
Stephanie Levenhagen
Kris Schefft

2017 PARTICIPANT AVERAGES

	Last Yr's	CONGREGATE PARTICIPANTS												2016	
		Avg's	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Bay Shore	11		8	8											8.00
Beaver Dam Sr Center	10		5	6											5.50
Fox Lake	3		3	2											2.50
Horicon	5		5	5											5.00
Hustisford	6		7	7											7.00
Juneau	0		0	0											0.00
Lomira	3		2	2											2.00
Lowell	3		4	3											3.50
Mayville	5		4	4											4.00
Randolph	9		8	8											8.00
Watertown	23		20	20											20.00
	78	66	65	0	0	0	0	0	0	0	0	0	0	0	65.50
		-12	-13												-13

	Last Yr's	HOME DELIVERY PARTICIPANTS												2016	
		Avg's	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Bay Shore	3		6	5											5.50
Beaver Dam Sr Center	0		0	0											0.00
Fox Lake	7		6	5											5.50
Horicon	9		9	11											10.00
Hustisford	14		14	14											14.00
Juneau	10		10	9											9.50
Lomira	11		14	14											14.00
Lowell	4		4	3											3.50
Mayville	13		13	12											12.50
Randolph	5		5	5											5.00
Watertown	27		19	19											19.00
Beaver Dam Hospital	1		0	0											0.00
Other	2		2	1											1.50
	106	102	98	0	0	0	0	0	0	0	0	0	0	0	100.00
		-4	-8												-6

cc:

Sheila Drays
Stephanie Levenhagen